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9 February 1962

MEMORANDUM FOR: [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
from 1-31 January 1962

1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 15,921 IN cables, 6,246 OUT cables, 1,361 TD's and 751 miscellaneous items for a total of 24,297 work items. This is about the same as our monthly average established in 1961.

b. Cables increased 180 or 1% over the 1961 monthly average of 22,005 cables. The January 1962 total is 1,914 or 9.5% more cables than December 1961 and 2,280 or 12% more cables than January 1961.

c. TD's increased 127 or 10% over the 1961 monthly average of 1,234 TD's.

d. We processed an average of 877 cables Monday through Friday, 695 on Saturday and 333 on Sunday.

e. Six hundred forty-two (642) cables or 3% of all cables processed were furnished to the Director as compared to 965 or 5% for December 1961.

f. Non-CIA cables totaled 12,888, an increase of 516 or 4% over the 12,372 monthly average for 1961. The January 1962 total is 3,000 less than the December 1961 total. State incoming and outgoing Airgrams were transferred to OCR on January 8, 1962. This accounts for the decrease of approximately 3,000 items for the month of January 1962.

g. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 37,685 items.

2. Personnel

We are four persons short of our T/O of [REDACTED] persons. This month we lost a Cable Analyst and gained a mail and file clerk. The Office of Personnel is aware of our shortages and they are working toward bringing us up to full strength. However, our shortages are all on the night shifts and this is making it a little more difficult to fill our clerical vacancies.

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3. General

We are preparing to move into our permanent quarters, 1A-53 on Saturday, 10 March provided there is no further delay in the DDP schedule set for 19 February.

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Cable Secretary

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